



**The City of Torrance
invites your application for:**

Emergency Medical Services Coordinator

(Non-Civil Service) - Reissue



Apply online at: www.TorranceCA.Gov/Jobs

Emergency Medical Services Coordinator

(Non-Civil Service) - **REISSUE**

\$42.93-54.79 per hour

The Emergency Medical Services (EMS) Coordinator is a professional level civilian position responsible for ensuring quality emergency medical care services are provided by Fire Department personnel in conformance with regulatory requirements and internal standards. The EMS Coordinator will work closely with the Fire Captain and Assistant Fire Chief assigned to the EMS program to provide oversight of on-going training, to evaluate paramedic and Emergency Medical Technician performance and to monitor the EMS pre-hospital care system to ensure that the City maintains high quality patient care and superior customer service. If this sounds like a fit for your skills and background apply today!



Minimum Qualifications:

Education & Experience:

Any combination of education and experience that would have provided the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

- Completion of an accredited Registered Nurse program; and
- Five (5) years of experience in the delivery of emergency medical care, pre-hospital care, or an equivalent combination of education and experience.

Licenses & Certification:

- Must possess and maintain a valid California class C driver license.

The following certifications must be obtained and maintained within one (1) year of hire:

- License as a Registered Nurse (RN) with the State of California Board of Registered Nursing;
- California State Fire Marshal Instructor 1A & 1B certification;
- Mobile Intensive Care Nurse (MICN) certification;
- Basic Life Support (BLS) Certification;
- Advanced Cardiac Life Support (ACLS) Certification; &
- Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Professionals (PEPP) Certification.



Ideal Candidate:

The ideal candidate, in addition to the minimum requirements, will have:

- Extensive experience in EMS program operations including providing and coordinating EMS-related training programs.
- Experience as a Mobile Intensive Care Nurse (MICN) and/or a Pre-hospital Care Coordinator.
- Pre-hospital Trauma Life Support (PHTLS) certification.
- The ability to establish and maintain effective working relationships with Fire Dept. and City employees, patients, representatives from other agencies, and the general public.
- Excellent oral, written and interpersonal skills.
- Effective problem solving and decision-making skills.



Benefits:

- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Deferred Compensation Plan available.
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Flexible spending which provides tax free options for medical, dental, and childcare expenses.
- Thirteen paid holidays.
- Paid vacation and sick days.
- 9/80 work schedule.
- Tuition reimbursement program.



How To Apply:

Interested candidates must complete an online application, Resume, & a supplemental questionnaire at www.TorranceCA.Gov/Jobs. The application filing period opens **June 29, 2016** and is open until filled. The first review of applications will be those received by Wednesday, **July 13, 2016 at 5:30 p.m.**

Only those candidates who best meet the City's needs will be invited to participate in the testing process, which will consist of the following components:

Oral Interview: 100%

Test dates are tentative. Please visit our webpage under Recruitment Status for updates and current information.

Candidates with disabilities who require special testing arrangements must contact the Human Resources Department.

If you have specific questions regarding the position, contact Mike Hansen, Assistant Chief, EMS Division at (310) 678-0441

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Candidates must pass a thorough background investigation and pre-employment medical examination before being hired.

The provisions of this announcement do not constitute an expressed or implied contract and any provision contained in this announcement may be modified or revoked without notice.

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**CITY OF TORRANCE
HUMAN RESOURCES**

**EMERGENCY MEDICAL SERVICES COORDINATOR
Job Code 16053610
SUPPLEMENTAL APPLICATION**

1. Have you completed an accredited Registered Nurse Program? Yes ☐ No ☐
2. Do you have five (5) years' experience in the delivery of emergency medical care, pre-hospital care, or an equivalent combination of education and experience?

Yes ☐ No ☐

Please describe your experience (Note: This work experience must be reflected in the work history section of the employment application).

3. Do you have a current license as a Registered Nurse (RN) with the State of California Board of Registered Nursing?

Yes ☐ No ☐

4. Do you have a current California State Fire Marshal Instructor 1A & 1B certificate?

Yes ☐ No ☐

5. Are you certified as a Mobile Intensive Care Nurse (MICN)?

Yes ☐ No ☐

6. Do you possess a Basic Life Support (BLS) certificate?

Yes ☐ No ☐

7. Do you possess an Advanced Cardiac Life Support (ACLS) certificate?

Yes ☐ No ☐

8. Do you possess a Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Professionals (PEPP) certificate?

Yes ☐ No ☐

9. Do you possess a Pre-hospital Trauma Life Support (PHTLS) certificate?

Yes ☐ No ☐

10. Do you have training and/or experience related to conducting or coordinating training on EMS related topics?

Yes ☐ No ☐

Please describe your training/experience. Include any experience in revising EMS related training programs, ensuring that required clinical standards were met.

11. Do you have experience as a Continuous Quality Improvement (CQI) Coordinator in relation to the Fire Service?

Yes ☐ No ☐

Please describe your experience.

12. Describe your experience in the development and design of new EMS delivery models to meet and improve service to the community. Include how you monitored and analyzed protocol changes.

13. Describe your experience in coordination of EMS public education functions, community programs and other public service activities.

14. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.

Yes ☐ No ☐